

GUIDELINE	PERFORMANCE	EXCEPTIONS & DEVIATIONS
<p>1. Adhere to Training Program</p> <ul style="list-style-type: none"> Program should list requirements for training, and items to be accomplished. 	<p>1. Adhere to Training Program</p> <ul style="list-style-type: none"> Specific requirements for training programs are defined in the Accelerator Operator Training Manual OPM 4.F. Training at the SNS is consistent with the ORNL SBMS policy on Training and Qualification which can be found in OPM 4.A. Additional jobs are evaluated for training and qualification through the SNS Job Hazard Analysis (JHA) Procedure which can be found in OPM 2.E-3. 	<p>1. Adhere to Training Program</p> <ul style="list-style-type: none"> None.
<p>2. On-Shift Instructor Qualification</p> <ul style="list-style-type: none"> The qualifications of instructors must be defined. 	<p>2. On-Shift Instructor Qualification</p> <ul style="list-style-type: none"> Training is conducted by qualified personnel. Qualifications of instructors are defined in the Accelerator Operator Training Manual OPM 4.F, and this documentation is maintained by the Operations Coordinator. Instructors are selected based upon skills and subject-matter knowledge. 	<p>2. On-Shift Instructor Qualification</p> <ul style="list-style-type: none"> None.
<p>3. Qualified Operator Supervision & Control of Trainees</p> <ul style="list-style-type: none"> Careful observation of trainees is required. Instructor should discuss procedure steps in detail. Instructor should be able to intervene, if required. Instructors should verify any recorded readings and discuss the implications of trends and off-normal readings. 	<p>3. Qualified Operator Supervision & Control of Trainees</p> <ul style="list-style-type: none"> Trainees are observed by senior operators. Procedure training is via classroom, question and answer forms or by walk-through of the procedure steps with the instructor. Instructors for operators are supervisors or lead personnel and intervene when needed. Verifying recorded readings and discussing implications of trends and off-normal readings is part of the training. 	<p>3. Qualified Operator Supervision & Control of Trainees</p> <ul style="list-style-type: none"> None.

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<p>4. Operator Qualification Program</p> <ul style="list-style-type: none"> Program should be approved and any changes reviewed by appropriate management. 	<p>4. Operator Qualification Program</p> <ul style="list-style-type: none"> Each job at the SNS ASD is assessed using the SNS Job Hazard Analysis(JHA) Procedure which can be found in OPM 2.E-3. This assessment is carried out by management, the Division Safety Officer, the supervisor and the workers. They assess for duties and responsibilities, competencies, education requirements and environmental, safety or health hazards. Changes to qualification programs are reviewed and approved by management. 	<p>4. Operator Qualification Program</p> <ul style="list-style-type: none"> None.
<p>5. Training Documentation</p> <ul style="list-style-type: none"> Document classroom instruction, written exam, and On-the-Job Training requirements. 	<p>5. Training Documentation</p> <ul style="list-style-type: none"> Exams, documentation of classroom or on-the-job training programs, and other written training materials are maintained by the ASD Operations Training Coordinator. 	<p>5. Training Documentation</p> <ul style="list-style-type: none"> None.
<p>6. Suspension of Training</p> <ul style="list-style-type: none"> If an abnormal or emergency condition occurs training should be suspended. 	<p>6. Suspension of Training</p> <ul style="list-style-type: none"> Operation of equipment by operator-trainees is suspended when necessary to ensure safe and reliable operation of the SNS Accelerator Systems, see OPM 6.A-3 "Activities in the Control Room". 	<p>6. Suspension of Training</p> <ul style="list-style-type: none"> None.
<p>7. Maximum Number of Trainees</p> <ul style="list-style-type: none"> Set limits for number of students and the ratio of instructors to trainees. 	<p>7. Maximum Number of Trainees</p> <ul style="list-style-type: none"> The maximum and minimum number of trainees allowed to simultaneously participate in training is considered and documented in the Accelerator Operator Training Manual OPM 4.F. 	<p>7. Maximum Number of Trainees</p> <ul style="list-style-type: none"> None.
<p>8. Use of Trainees to Support Operations</p> <ul style="list-style-type: none"> Document how and when trainees can be used. 	<p>8. Use of Trainees to Support Operations</p> <ul style="list-style-type: none"> The use of trainees to support operations is documented in OPM 6.A-3 "Activities in Control Rooms." 	<p>8. Use of Trainees to Support Operations</p> <ul style="list-style-type: none"> None.